

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday March 22nd, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:30 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Staropoli read the “Sunshine Statement” into the record as follows:

“This is a Regular Meeting of the Northvale Library Board of Trustees. The date, time and location of this meeting has been advertised in the official Newspapers of the Borough, filed with the Borough Clerk and posted on the bulletin board in the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.”

SALUTE TO THE FLAG

President Staropoli asked all in attendance to rise and join her in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent	
Ms. Banzaca	X		
Ms. Lucas	X		
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor McGuire/ Councilman Tom Argiro	X X		
Ms. McKeever	X		

Also in attendance: May Kwon, Michele Albanese, Kathy Brunet and Director Magielnicki

APPROVAL OF MINUTES

Resolved to approve the minutes from the February 22nd 2023, regular board meeting.

The minutes were adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

The board welcomed Lauren Magielnicki to Northvale as the new Library Director. She is getting up to speed quickly and May and Michele have been very helpful.

DIRECTORS REPORT -

Administrative:

- Library Cards: **2,092** patrons registered as of March 1, 2023. **3** new library cards since June's report.
- Amended NJ State ½ mill library funding for 2023 for Northvale: **\$359,267 (4.38% increase)**

Building:

- Brian with DPW stopped in on 3/15/2023 with an insurance company to see all of our cleaners/chemicals on hand to give us a report for Right to Know.

Website:

- Suggest adding that nonresidents of Northvale can purchase a courtesy card for an annual fee.

Strategic Plan:

- Met with the architect and contractors. We were sent an estimated change order for the prep and clear coating of the columns and bookcases because it was not originally included in the plans. It is estimated to be \$2,977.70. The painting of the hallway entrance was not included in the plans either. We will be receiving a change order for that as well unless the DPW can help us.
- The columns and new bookcases were completed in the children's room. We can begin moving materials for the next phase the week of March 20th.

Personnel:

- New library assistant started Thursday, March 9th part-time.
- Library Director started Monday, March 6th. The staff has gone above and beyond with helping me acclimate to the library and have answered any questions that I have had.

BCCLS:

- Met with the executive director of BCCLS, Dave Hanson. He went over the current strategic plan and said that they will be looking for a new committee for 2025-2030 starting this summer. He wanted to stress that the small libraries are just as important as the larger ones and all of our votes hold the same weight.
- Next System Council Meeting will be March 30 at Hawthorne.
- Attended Member Services Meeting on March 8. We are planning our next mixer for May at the River Edge Library. We will have trivia, board games, and a space for people to just talk and hangout. Upcoming meeting will be April 12.
- State Report for State Aid is completed and submitted to BCCLS

February Program Highlights

- Crafts: 103 kits
- StoryTime: 68 total
- Kids Snacking Class: canceled
- Toddler Time: 10
- Korean Book Club: 4
- ESL: 3
- Afternoon Book Club: 5
- Yoga Class: 5
- Canvas Painting for with Kari: 9

Upcoming Programs/Ideas

- Juvenile: Take & Make Crafts: Every Wednesday
- Juvenile: Toddler Time: Every Monday outside
- Juvenile: Preschool Story Time: Every Thursday
- Juvenile: Story Time: Every Tuesday outside
- Juvenile: Teen Board Game Night: Every Thursday
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Canvas Painting with Kari (Senior Center)
- Adult: ESL class
- Adult: Yoga class (Senior Center: 2/13, 2/27, 3/13, 3/27, 4/10)

Friends of the Library Report

Jan 23rd meeting elected President/Kathy Burnet, Vice-President/Steve Jackson and Corresponding Secretary/Marianne Coffey. Kathy and Steve sworn in. Marianne will be sworn in at the February 27th meeting.

Museum passes not being renewed are Hudson River Museum & Museum of Moving Pictures but are still good through March. Empire Pass and American Museum of Natural History are active and/or have a good amount of passes left. There will also be a discount for the Liberty Science Center and Storm King will be renewed.

Plans to provide business member stickers once the Cricut machine is fixed. Friends by-laws updates are being voted on in the February meeting.

Future plans and ideas include implementing Majong classes, looking into the reading bench, contests for library patrons and commemorating a book in memory of Louis Infuso once library construction is complete.

Kathy also inquired about the size of desk Emily needs and the friends can consider helping monetarily if possible.

Treasurer's Report

Summary of 2022 : Total operating expenses (Including wages, salaries, benefits, and pension) were 13% under budget -- Additional funds in excess of 20% of the most recent audited expenditures were transferred to the Capital Expense account to cover cost overruns in the renovation.

Summary of the revised 2023 Budget: Budget Total was revised by the NJ State Library to \$359,267.00

The Northvale Library Bank Balances as of the end of February are as follows:

Northvale Library Expense account: \$52,608.86
Northvale Library Capital Expense account: \$284,599.38

Note: Add to the agenda for March 22, 2023

- 1) Review and approval of the revised 2023 Northvale Municipal Library Budget.
- 2) Review current Capital Expenses (Incl current PCO's for the renovation).
- 3) Review Boroughs request to invoice indirect costs (i.e,utilities and property and liability insurance etc).

ROLL CALL VOTES-

Resolved to approve the capital account claims list for March in the amount of \$9,033.20.
The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Second	X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve the regular claims list for March in the amount of \$2,705.27.
The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Motion	X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Second	X			

Resolved to approve charging a fee to non-residents in the amount of \$300 for an annual courtesy card with details to be added to the library website.

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve the 2023 revised budget.

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas		X			
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve transferring \$14,324.45 to the capital account from the general account.

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Mr. Argiro	Second	X			
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:43 PM. With no one addressing the board the meeting was closed to the public at 7:43 PM.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Terri McKeever, the board, with all present being in favor, **voted to adjourn at 7:44 PM.**

Respectfully submitted

Melissa Banzaca, Secretary

Northvale Municipal Library Budget (2023)

revised to the amended 1/3MILL legal min for Municipal libraries

Annual Budget :	%	\$	Avg Per month Budget
(Based on NJ State 1/3 mill Library funding for 2023; effected by Quarterly contributions from the Boro of Northvale)		\$ 359,267.00	
Expenses:			
Wages & Salaries (incl SS, Pension*, Health, hourly, temps)	68%	\$ 244,301.56	\$ 20,358.46
Utilities,(Cable, Phones)	1.0%	\$ 3,592.67	\$ 299.39
Books / Media & Programs	15%	\$ 53,890.05	\$ 4,490.84
BCCLS	7.25%	\$ 26,046.86	\$ 2,170.57
Administrative fees (Service fees : Legal, Accounting, training) & Janitorial services)	6.0%	\$ 21,556.02	\$ 1,796.34
Supplies (copy machine, paper, pens, etc.)	2.75%	\$ 9,879.84	\$ 823.32
Sub Tot (expenses):		\$ 114,965.44	\$ 9,580.45
Total:	100%	<u>\$ 359,267.00</u>	\$ 29,938.92

Note: Pension (PERS) contribution for 2023 is 17.11%
 Approx: \$20,532.00